

Agency Activity Inventory
by Agency
Appropriation Period: FY 2004-05

Agency: R08 - Workers's Compensation Commission

Functional Group: Regulatory

1323 Administration

The Administration Activity provides support services to all the divisions of the Workers' Compensation Commission. The program provides executive leadership, support, policy development and review, personnel and other human resources activities, facility management, budget and financial management, legal services, information resource management, communications, and overall agency direction. The program also provides information to the general public, including individual employers, employer groups, employees, insurance carriers, attorneys, state agencies, the General Assembly and other states or political subdivisions.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$1,432,179	\$732,946	\$0	No	\$699,233	17.00

Expected Results:

Provide all services necessary to maintain the administrative functioning of the agency. Prepare the budget, accountability report and annual report according to established timelines. Conduct seminars for the well-being of staff. Provide information and assistance on human resources issues on a timely basis. Provide all requested information on a timely basis. Information Resource Management maintains the data system and provides technical support when requested and necessary.

Outcome Measures:

All services are provided to maintain the administrative functioning of the agency. The budget, accountability report and annual report is prepared and submitted on time. Seminars are routinely conducted for the well-being of staff. Training opportunities are communicated to staff. Information on benefits and other personnel related issues are provided upon request and when received. All requests for information are dealt with on a timely basis. Information technology problems are identified and corrected on a timely basis with as little down time as possible.

Agency: R08 - Workers's Compensation Commission

Functional Group: Regulatory

1324 Adjudication

The Workers' Compensation Commission is a highly specialized, single purpose organization created under Title 42 with three areas that contribute to the overall adjudication of workers' compensation claims: Claims, Judicial, and Insurance & Medical Services. The Commission's mission is linked to its program goals by a common purpose and commitment to the principles of equity, fairness, timeliness, accuracy, and reliability that are fundamentally inherent in a state regulatory system that requires the participation of almost every employer and employee in South Carolina. The Commission manages a system of benefits by holding hearings and informal conferences to resolve contested issues; monitors the management of all claims to ensure that benefits are paid accurately and timely; administers a self-insurance alternative for South Carolina employers; ensures compliance with the Workers' Compensation Act; and establishes a medical fee schedule that contain medical costs while assuring access to quality health care. Title 42, Chapters 1 & 3 describe the duties of the Workers' Compensation Commission.

**Agency Activity Inventory
by Agency
Appropriation Period: FY 2004-05**

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$3,413,248	\$1,905,203	\$0	No	\$1,508,045	64.10

Expected Results:

Receive and process initial reports of occupational injuries and illnesses, review all claims for completely and timely payment of all benefits, review settlements for completeness and accuracy, close claims timely and accurately; prepare and schedule unresolved claims for either an informal conference (viewing), hearing or appellate review, make settlement recommendations (viewings) or adjudicate findings (hearings and reviews) to resolve disputed issues, approve settlement agreements, lump-sum awards and attorney fee petitions; and develop and maintain payment systems providers of medical services to injured workers, review and approve applications from corporations and prospective funds to self-insure workers' compensation liabilities, monitor the financial condition of self-insured employers and funds, ensure all companies individuals covered by the Workers' Compensation Act comply with its provisions.

Outcome Measures:

Review/record accident reports within 2 days of receipt, review initial notices of payment of temporary total within 1 day, review settlements within 1 day, close claims within 3 days of receipt of Form 19, conduct annual reviews on open cases; process viewing requests within 5 days, dispose of 80% of hearings within 120 days, docket appeals within 60 days, process hearing requests within 10 days, dispose of 80% of informal conferences within 90 days, dispose of 90% of appeals within 90 days; and revise and maintain the Medical Services Provider Manual, the hospital inpatient and outpatient systems, review contested medical bills within 5 days, review corporate applications to self-insure within 60 days, review fund member applications to self-insure within 2 days, collect self-insured taxes within 120 days, maintain employers coverage database and verify coverage within 5 days, perform unannounced business contacts, perform self-insured audits, complete investigations in 120 days.

AGENCY TOTALS

Workers's Compensation Commission

TOTAL AGENCY FUNDS	TOTAL GENERAL FUNDS	TOTAL FEDERAL FUNDS	TOTAL OTHER FUNDS	TOTAL FTEs
\$4,845,427	\$2,638,149	\$0	\$2,207,278	81.10